



### **Recruitment Notice**

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

**Position:** ADMINISTRATIVE ASSISTANT  
**Requisition:** 14-006  
**Department:** Community Development  
**Position #:** 0005-017  
**Opening Date:** October 20, 2014  
**Closing Date:** November 3, 2014 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$16.51per hour - \$20.64 per hour

### **GENERAL DESCRIPTION:**

This is a responsible professional administrative position supporting the Community Development Department. This position performs a variety of administrative and secretarial duties; responsibilities include entering payment requisitions, maintaining contractor lists, receiving bid packages and entering amounts on spreadsheets, maintaining waitlists, front desk reception and general customer service to departmental clients. Position requires continual public and interdepartmental contact and extensive contact with general contractors, as well as maintaining confidentiality. Work involves the use of a personal computer, a variety of software applications, and other office equipment. This position requires considerable knowledge of the department's responsibilities and an understanding of the policies, programs, procedures and regulations in effect in the area of assignment. General supervision is received from The Loan Program Manager and/or Community Development Director who reviews work for satisfactory performance of duties and for attainment of desired goals and objectives. Performs other related duties as required and assigned.

**ESSENTIAL JOB FUNCTION:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

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Maintains and updates a variety of databases and spreadsheets in order to facilitate information recording, storage and retrieval.

Drafts and composes a variety of correspondence, notifications, forms, meeting minutes, and related documents in order to communicate information to staff, council members and/or the public.

Sets up and maintains a variety of manuals and/or electronic files in order to track and facilitate storage and retrieval of information.

Assists in the preparation for various meetings and presentations.

Acts as receptionist or desk clerk; answers routine questions regarding City activities; directs callers to proper places on basis of their business requests; takes accurate and complete messages for staff.

Performs business office tasks, such as ordering supplies, sort mail, record keeping, filing, organizing, scheduling, assigning, or other activities assigned.

Creates and receives requisitions for tools, materials, supplies, and equipment for the department; maintains inventory of items.

Serves on various committees as assigned.

Performs related work as required.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge, Skills and Abilities:**

Knowledge of procedures for operating various office equipment, including personal computers.

Knowledge of standard formats used for a variety of letters, memos, and related documents.

Knowledge of English spelling and grammar.

Ability to operate a personal computer to prepare a variety of correspondence using a variety of software/applications.

Ability to compose letters, memos, and related documents covering a variety of routine work related topics.

Ability to operate a variety of standard office equipment.

Ability to sort/file alphabetically, chronologically, and numerically.

Ability to keyboard.

Ability to prioritize work activities.

Ability to establish and maintain effective working relationships with co-workers, other departments, council members and the public in a manner conducive to full performance and high morale.

Ability to work effectively with confrontational persons both in person and by telephone.

Ability to communicate effectively both orally and in writing and understand and follow oral and written instructions.

Skill in the use of personal computer with keyboard, including the use of software packages to include Microsoft Word, Excel, PowerPoint, Outlook, Internet and public databases; calculator; copier; facsimile machine, and telephone.

**Education & Experience Requirements:**

Graduation from high school; two (2) years of administrative/secretarial experience. Experience working in municipal government and delivering exceptional customer service highly desirable. Bilingual preferred.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

**To apply please complete and deliver a  
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens  
18605 NW 27 Avenue, First Floor, Suite 126 East  
Miami Gardens, FL 33056**

**Or**

**Fax to: (305) 474-1286**